

***AMENDED Notice of a Meeting of
The Baraboo-Wisconsin Dells Regional Airport Commission**

Date and Time: ***Thursday, October 15, 2020 at 1:00PM**
Location: Room 205, Baraboo City Hall, 101 South Blvd., Baraboo, WI 53913
Commissioners Noticed: Michael Palm and Tom Diehl
Others Noticed: Ed Geick, Kay Mackesey, Village of Lake Delton, Media, Bill Murphy, John Webb, Emily Truman, Richard Cross, Bureau of Aeronautics (Kimm Kaarto)

This meeting is open to the public. With the health concerns regarding COVID-19, the City requires anyone appearing in person to wear a mask and practice social distancing.

1. **CALL MEETING TO ORDER**
 - A. Roll Call of Membership
 - B. Note Compliance with the Open Meeting Law
 - C. Approval of minutes from August 26, 2020
 - D. Approval of the agenda
2. **APPEARANCES/PRESENTATIONS**
3. **PUBLIC COMMENT**
4. **ACTION ITEMS**

Review FY21 Budget Draft and upcoming projects (Geick)
5. **INFORMATION ITEMS**
 - A. Report from Airport Manager, Ed Geick
 - B. Report from FBO Bill Murphy
 - C. Airport Budget Reports and Balance Sheets
 - D. Card Reader System Upgrade
 - E. Design/Relocation of fuel farm 2021 budget status
 - F. Next meeting date – Date to be determined
6. **ADJOURNMENT**

Posted AMENDED Agenda 10/12/2020 by D. Munz

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Baraboo City Clerk, 101 South Blvd, Baraboo, WI, or phone 608-355-2700, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY AND NOT A NOTICE TO PUBLISH

Baraboo-Wisconsin Dells Airport CommissionAugust 26, 2020**1. Call Meeting to Order**

Present: Michael Palm (Baraboo), Mark Whitfield (Village of Lake Delton).

Also Present: Ed Geick, (Airport Manager), Bill Murphy (FBO)

The owner representatives met at the Baraboo Municipal Building, 101 South Blvd, Room 214, Baraboo was open to the public for this meeting.

The meeting was called to order by Palm at 3:00 PM and roll call was noted by Geick of those present. Compliance of the Open Meeting Law was noted by Palm.

Previous Minutes

Approval of the meeting minutes of Mau 8, 2020. A motion was made by Whitfield, seconded by Palm and approved unanimously.

Approve Agenda

Moved by Whitfield to approve the agenda, seconded by Palm and carried unanimously.

2. APPEARANCES/PRESENTATIONS - None**3. PUBLIC COMMENT - None****4. ACTION ITEMS**

- a. Geick reviewed the 2021 preliminary budget and projects. There was a general discussion of the proposed Airport Master Planning project brought forward by the Bureau of Aviation. Geick also reported on the need to update the farm lease and the agreement with Mr. Murphy. The fuel tank project is now in design stage. The property at E11110 N. Reedsburg Rd. was sold at Sheriff's sale.
- b. Murphy reported on the termination of the agreement with Fly High Wisconsin.
- c. There was no action of the budget reports and balance sheet.
- d. Next meeting date is to be determined later.

ADJOURNMENT: A motion was made by Whitfield and seconded by Palm to adjourn at 3:19 PM. Carried unanimously.

From: Graczykowski, Mark - DOT <Mark.Graczykowski@dot.wi.gov>

Sent: Monday, October 5, 2020 10:30 AM

To: Pinion, Tom <tpinion@cityofbaraboo.com>; Geick, Edward <egeick@cityofbaraboo.com>

Cc: Kaarto, Kim - DOT <Kim.Kaarto@dot.wi.gov>

Subject: Sponsor Share for 2021 Discretionary Funding of Airport Master Plan

Good Morning Ed and Tom,

I hope you are both doing well and staying healthy. FAA is asking WBOA to confirm sponsor share for future discretionary projects.

For 2021, the Baraboo Dells Regional Airport is programmed for one project receiving discretionary. The estimated cost is below:

Airport Master Plan – \$400,000 (discretionary)

Your 5% share for the project would be approximately \$20,000. Typically, we receive Discretionary Grants in late summer, so the master plan would not start until Fall of 2021 and likely last through 2023. Therefore the sponsor share necessary would be spread out over several years, if that helps with local budgeting.

Please confirm that the Baraboo Dells Regional Airport will have the appropriate sponsor share for these projects.

If you have any questions, please let me know.

Thanks,

Mark

Mark Graczykowski, P.E.

Airport Program Engineer

WisDOT - Bureau of Aeronautics

Phone: 608-266-0902

Email: mark.graczykowski@dot.wi.gov



Upcoming Leave: Periodic Afternoons this Fall for hiking

Upcoming Work Travel: None currently

Assets:	September 30, 2020	December 31, 2019
<i>Current Assets:</i>		
Cash	\$ 53,325.33	\$ 343.67
Accounts Receivable	2,417.25	2,550.44
Prepaid Expenses	-	6,629.25
Advance to Airport Capital Fd	-	-
<i>Total Current Assets</i>	55,742.58	9,523.36
Total Assets	\$ 55,742.58	\$ 9,523.36
Liabilities and Fund Equity:		
<i>Liabilities:</i>		
Accounts Payable	\$ 3,380.96	\$ 835.12
Deferred Revenue	-	1,493.76
Advance from General	-	-
<i>Total Liabilities</i>	3,380.96	2,328.88
<i>Fund Equity:</i>		
Fund Balance	565.23	27,055.78
Non-Spendable Prepaid Expenses	6,629.25	6,629.25
Net Revenues/(Expenditures)	45,167.14	(26,490.55)
<i>Total Fund Equity</i>	52,361.62	7,194.48
Total Liabilities and Fund Equity	\$ 55,742.58	\$ 9,523.36

Airport Fund 630

**Income Statement with Comparison to Budget
For The Nine Months Ending September 30, 2020**

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ -	-
Local Transportation Aid	-	-	-	-
Gas Sales	765.08	4,792.57	7,000.00	68.47
Landing Fee	-	1,530.30	4,000.00	38.26
Appropriations_ County	-	4,100.00	4,100.00	100.00
Appropriations- City	-	39,897.00	39,897.00	100.00
Appropriations-Lake Delton	-	39,897.00	39,897.00	100.00
Interest on Investments	-	98.57	140.00	70.41
Rents and Leases	1,457.34	13,773.40	18,000.00	76.52
Ag Land Rental	4,750.00	9,500.00	13,200.00	71.97
Hangar Lot Lease	-	26,769.13	27,000.00	99.14
Hangar Keeper Fee	-	-	-	-
Hangar rental	-	-	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Miscellaneous Income	-	82.70	500.00	16.54
Proceeds from Notes	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 6,972.42	\$ 140,440.67	\$ 153,734.00	91.35

Expenditures:***Airport***

Wages	\$ 39.02	\$ 2,545.86	\$ 9,572.00	26.60
Social Security	2.83	270.20	713.00	37.90
Retirement	3.18	299.27	780.00	38.37
Health Insurance	9.40	670.01	1,624.00	41.26
Life Insurance	-	-	5.00	-
Income Continuation	-	-	-	-
Contracted Services	3,500.00	31,500.00	42,000.00	75.00
Publishing	-	-	40.00	-
Professional Services	3,632.00	13,195.70	15,000.00	87.97
Telephone	61.47	486.62	700.00	69.52
Electricity	-	6,013.02	6,000.00	100.22
Heat	-	1,199.79	1,200.00	99.98
Repair & Maint Serv-Equipment	126.95	1,976.43	9,865.00	20.03
Fuel Station Maintenance	-	499.00	1,000.00	49.90
Repair & Maint Serv-Buildings	-	1,309.76	1,250.00	104.78
Special Services	-	2,000.00	2,200.00	90.91
DOT Maintenance Agreement	-	-	-	-
Repair & Maint Serv-Facilities	2,599.11	5,233.80	2,635.00	198.63
Snow Removal & Mowing	-	-	-	-

Airport Fund 630

Income Statement with Comparison to Budget (Continued)

For The Nine Months Ending September 30, 2020

Expenditures (Continued):	Current Month	Year to Date	Budget	Percentage of Budget
<i>Airport (Continued)</i>				
Lighting Repairs	-	190.00	400.00	47.50
Runway & Taxi Repairs	-	-	6,405.00	-
Road Repair	-	-	-	-
Other Contracted Services	-	-	-	-
Office Supplies	-	71.21	50.00	142.42
Publications. Training. Dues	-	-	240.00	-
Travel	-	-	60.00	-
Operating Supplies	-	4,829.90	7,500.00	64.40
Gas. Diesel. Oil. Grease	253.75	3,016.69	4,500.00	67.04
Repair & Maint Materials	-	584.43	2,000.00	29.22
Repair & Maint - Buildings	-	42.99	2,000.00	2.15
Other Supplies & Expense	-	-	1,200.00	-
Small Equipment Purchase	-	-	500.00	-
Insurance	-	9,693.85	8,200.00	118.22
Rents and Leases	-	-	-	-
Extraordinary Expense	-	-	-	-
Equipment Purchases	-	9,645.00	12,500.00	77.16
Land or Land Improvements	-	-	13,595.00	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Equipment Replacement	-	-	-	-
Cost Allocation	-	-	-	-
<i>Total Airport</i>	\$ 10,227.71	\$ 95,273.53	\$ 153,734.00	61.97
<i>Principal on Notes</i>				
Principal	\$ -	\$ -	\$ -	-
<i>Total Principal on Notes</i>	\$ -	\$ -	\$ -	-
<i>Interest on Notes</i>				
Interest	\$ -	\$ -	\$ -	-
Cost Reallocation	-	-	-	-
<i>Total Interest on Notes</i>	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 10,227.71	\$ 95,273.53	\$ 153,734.00	61.97
Net Revenues/(Expenditures)	\$ (3,255.29)	\$ 45,167.14	\$ -	

City of Baraboo
 Airport Capital Imprvmnt Fund Fund 632
 Balance Sheets
 September 30, 2020 and December 31, 2019

7 of 12

Assets:	<u>September 30, 2020</u>	<u>December 31, 2019</u>
<i>Current Assets:</i>		
Cash	\$ 115,177.15	\$ 132,169.19
Due from State	1,098.35	1,098.35
Due from Other Cities. Village	-	-
<i>Total Current Assets</i>	<u>116,275.50</u>	<u>133,267.54</u>
Total Assets	<u><u>\$ 116,275.50</u></u>	<u><u>\$ 133,267.54</u></u>
 Liabilities and Fund Equity:		
<i>Liabilities:</i>		
Accounts Payable	\$ -	\$ 17,143.27
Due to State	-	-
Advance from Airport Operating	-	-
<i>Total Liabilities</i>	<u>-</u>	<u>17,143.27</u>
 <i>Fund Equity:</i>		
Fund Balance	116,124.27	124,768.42
Net Revenues/(Expenditures)	151.23	(8,644.15)
<i>Total Fund Equity</i>	<u>116,275.50</u>	<u>116,124.27</u>
Total Liabilities and Fund Equity	<u><u>\$ 116,275.50</u></u>	<u><u>\$ 133,267.54</u></u>

City of Baraboo
 Airport Capital Imprvmnt Fund Fund 632
 Income Statement with Comparison to Budget
 For The Nine Months Ending September 30, 2020

8 of 12

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Federal Transportation Grant	\$ -	\$ -	\$ 150,000.00	-
Local Transportation Aid	-	-	8,333.00	-
Appropriations	-	-	-	-
Appropriations- City	-	-	-	-
Appropriations-Lake Delton	-	-	-	-
Interest on Investments	-	151.23	-	-
Sale of Assets	-	-	-	-
Insurance Recoveries	-	-	-	-
Refund of Prior Years Expense	-	-	-	-
Total Revenues	\$ -	\$ 151.23	\$ 158,333.00	0.10
Expenditures:				
<i>Interest on Notes</i>				
Interest	-	-	-	-
<i>Total Interest on Notes</i>	\$ -	\$ -	\$ -	-
<i>Capital Losses</i>				
Other Supplies & Expense	-	-	-	-
<i>Total Capital Losses</i>	\$ -	\$ -	\$ -	-
<i>Airport</i>				
Wages	-	-	-	-
Social Security	-	-	-	-
Retirement	-	-	-	-
Health Insurance	-	-	-	-
Equipment Purchases	-	-	-	-
Land or Land Improvements	-	-	-	-
Building Improvements	-	-	-	-
Facilities Improvements	-	-	166,667.00	-
Facilities Improvements-Contra	-	-	-	-
<i>Total Airport</i>	\$ -	\$ -	\$ 166,667.00	-
Total Expenditures	\$ -	\$ -	\$ 166,667.00	-
Net Revenues/(Expenditures)	\$ -	\$ 151.23	\$ (8,334.00)	

From: Kaarto, Kim - DOT <Kim.Kaarto@dot.wi.gov>
Sent: Wednesday, October 7, 2020 7:18 AM
To: Geick, Edward <egeick@cityofbaraboo.com>; Pinion, Tom <tpinion@cityofbaraboo.com>; Bill Murphy <bill@baraboodellsairport.com>; Wade Wollermann <wade@endpointcorporation.com>
Cc: Titus Rubietta <titus@endpointcorporation.com>; Marcus Kuhn <marcus.kuhn@meadhunt.com>
Subject: FW: Baraboo/Dells Airport - Card Reader

Ed et al- here is the spec for the card reader system upgrade at the airport. this is work that will be done ASAP and the city will seek reimbursement for the costs. I provided the agreement and details in an earlier email. the agreement will need to be approved by the city and the Bureau before reimbursement can be requested.

If you have policy questions, let me know. If you need assistance with the specs and requesting quotes, contact Endpoint or Mead & Hunt.

Thanks for everyone for their speedy work on this issue !

From: Wade Wollermann <wade@endpointcorporation.com>
Sent: Friday, October 2, 2020 2:42 PM
To: Marcus Kuhn <marcus.kuhn@meadhunt.com>; Kaarto, Kim - DOT <Kim.Kaarto@dot.wi.gov>
Cc: Titus Rubietta <titus@endpointcorporation.com>
Subject: Baraboo/Dells Airport - Card Reader

Marcus/Kim,

Attached is the specification that the airport can use for their card reader procurement in advance of the rest of the fueling system upgrades. Please let me know if you have any questions or comments on the spec or need any additional documentation to help the airport with the procurement process.

If they have an RFQ letter they'd like to send out, we can forward it to some of the typical bidders for this type of work including Northwest Petroleum, METCO, Walts Petroleum, and Oil Equipment Company.

Have a great weekend!

Regards,
 Wade

Wade C. Wollermann, P.E. | Principal | **Endpoint Solutions**
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 O: (414) 427-1200 | F: (414) 427-1259 | <http://www.endpointcorporation.com/>



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Scope of Work:

Contractor shall provide all equipment, materials and labor to install new card reader/fuel management unit (FMU) for controlling access to dispensers for self-service Point of Sale (POS) and attendant service including:

1. Provide submittal for approval by Engineer/Owner on proposed FMU.
2. Disconnect, remove and dispose of existing QT Technologies FMU.
3. Furnish and install new FMU in same location as existing FMU.
4. Connect existing 100LL and JetA dispensers to FMU. FMU shall be able to provide and process separate pricing for both self-service Point of Sale (POS) and full-service attendant/in-house card fueling. The card reader shall activate power to the respective dispenser(s), pump(s), and solenoid valve(s) when payment is authorized and depower system after transaction has timed out.
5. Connect FMU to power and data within terminal building utilizing existing conduit runs to pull new electrical conductors and data cable.
6. Provide startup support and a minimum of 2 hours of Owner training on FMU system.
7. Provide documentation to Owner including:
 - Equipment Warranty Documentation
 - Equipment Installation & Operation Manuals

Fuel Management Unit/Card Reader Specification:

Acceptable Manufacturers: Fuel Master (Syn-Tech Systems, Inc.) or QT Technologies QTPod M4000

Configuration: System shall be stand-alone and capable of unattended operation 7 days per week, 24 hours per day. All transactions will be at the dispenser console. Fuel reports will be available to the Owner upon request using Web based software. Software shall permit the coding, and re-coding of cards, download, transfer and manipulation of transaction data for printing reports and include an invoicing capability to generate invoices for selectable customers/accounts. Credit card authorization shall be authorized via the internet through a direct wired internet connection. A heavy-duty surge/lightning protection system is required. The successful contractor shall confirm with the Airport the desired configuration prior to ordering equipment. Must provide the ability to read and capture the customer's name as well as the account number, tail number entry, grounding verification, sales summary and transaction detail. User prompts/instructions shall be customizable. FMU internal data logger will provide storage for over 1,000 transactions. Data shall be able to be retained in excess of one (1) year in the event of a power loss. Attendant service will be authorized through a dedicated card, while self-service will be authorized by credit card or in-house cards for locally based operators. Contractor will provide 100 in-house cards allowing discounted pricing along with FMU for Airport to issue to operators. The credit card system will be capable of accepting both magnetic stripe credit cards and major credit cards with chip technology (EMV). If upgrades need to be made to the card reader after installation to accept chip cards, those modifications will be done at no additional charge and are considered incidental to this contract. FMU will permit the override of the fuel management system should any problem occur. The override will bypass automated features of FMU. Power to the circuit board and heater section to remain on at all times, except for breaker disconnect during maintenance service. Control circuit section will be turned off with the emergency switch activation. Must be

scalable for controlling up to four (4) fuel hoses. System shall include an adjustable timeout to deactivate the dispenser after inactive period.

Components: The display shall be a minimum of two (2) lines with 40 characters per line on an LCD display. The display must be able to show detailed operating instructions or any other messaging determined by the airport. The keypad must be lighted, durable and weather resistant, for numeric entries. Power requirements must be 120VAC, 60 Hz, 200 watts for hazardous area rating. Shall include thermal receipt printer printing transaction data including site name, address, date, time, fuel type, quantity, price, purchase amount, payment type, customer name and approval number. Printer shall completely cut the receipt for customer. Must be compatible for the future addition of remote large numeral displays.

Support: The FMU System shall have included in the installation price one full day of Manufacturer Certified Technician start up and one full day of airport employee training and programming practice. Remote service for questions shall be available to a Manufacturer Certified Technicians free of charge during the Warranty period. Manufacturer shall sell spare parts for repairs to the unit throughout the operating life of the equipment, not less than 15 years.

From: [Kaarto, Kim - DOT](#)
Sent: Wednesday, October 7, 2020 6:54 AM
To: [Laux, Lori](#)
Cc: [Haggard, Cynthia](#); [Geick, Edward](#)
Subject: RE: Airport projects

I have completed the negotiations and the design was under \$70,000. I will be getting that contract signed when the Finding come back from the Gov.
 This work is being funded with state aid (80% state and 20% sponsor= airport). We anticipate bidding this project March/April 2021.

The Finding is a document that goes to the Governor and encumbers the funding for the work and project as listed. In the Finding, I also included the reimbursement for the card reader system (which the city will be funding on their own and then will seek reimbursement back the state). The reimbursement is a state max of \$20,000. I have provided the information and agreement to Ed/Tom for that work.

A sponsor can use the CARES funds for their share of a project.

I hope this make sense – if not let me know and I can provide more info.

From: Laux, Lori <llaux@cityofbaraboo.com>
Sent: Tuesday, September 22, 2020 4:23 PM
To: Kaarto, Kim - DOT <Kim.Kaarto@dot.wi.gov>
Cc: Haggard, Cynthia <chaggard@cityofbaraboo.com>
Subject: Airport projects

Hi Kim,
 We are working on our Airport Capital budget for 2021 and would like a status report as to where we are with the design for and the relocation of the fuel farm. Do you have the latest project estimates and/or costs? How will the project be funded? We are also wondering how the \$69,000 of CARES act money will be utilized.

Please provide any information you have that might be helpful for us.

Thank you,

Lori J Laux | City Treasurer
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 Phone (608) 355-2700 | Fax (608) 356-9666
llaux@cityofbaraboo.com | www.cityofbaraboo.com